

**Vermont State Workforce Development Board
Ad Hoc American Job Center Certification Committee
Conference Call Agenda
June 25, 2018, 11:00 am-11:30 am**

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| 11:00 am | Call to Order, Chair Frank Cioffi |
| 11:05 am | Overview of the Certification Process, Sarah Buxton |
| 11:25 am | Questions and Next Steps |
| 11:30 am | Adjournment |

**Vermont State Workforce Development Board
Ad Hoc American Job Center Certification Committee
Conference Call Minutes
June 25, 2018, 11:00 am-11:30 am**

Committee members in attendance by phone: Frank Cioffi, Melissa Hersh, Greg Maguire, and Dick Marron

Committee members not in attendance: Chris Loso and Jeff Wimette

Governor's and State Agency & Department staff in attendance by phone: Sarah Buxton, Dustin Degree, and Sophia Yager

Guests in attendance by phone: Seth Bowden

Chair Frank Cioffi called the meeting to order at 11:03 am. Sarah Buxton called roll and noted guests who were present.

Ms. Buxton explained the certification process for Vermont's One-Stop American Job center and the roles of the SWDB and this Committee in overseeing and periodically re-certifying the AJC's physical and programmatic effectiveness.

Chair suggested that annual review would be preferable to two- or three-year recertification periods.

He noted that during this Committee's site visit to the Burlington AJC in June of 2017, the building was physically outdated with several underutilized spaces, affecting the overall customer experience. This observation was seconded by other Committee members. He asked if there are federal funds available for renovating the building. Ms. Buxton noted that while federal funds are not available for that purpose, making this Committee's findings known to the Vermont Department of Labor (VDOL) and the Administration may open a conversation about obtaining state funds for a physical renovation.

Ms. Buxton informed the Committee that VDOL is currently undertaking steps to establish a second One-Stop AJC in Vermont at the Rutland Career Resource Center. Should that CRC become a One-Stop AJC, this Committee will be responsible for the certification of both the Burlington and Rutland AJCs.

Ms. Buxton briefly explained the cost-sharing system for the 18 one-stop partners that utilize the physical space in the center.

Melissa Hersh suggested using the criteria found in section 6 of the Committee's AJC Certification Process be converted to a tool or score card for the Committee to use in evaluating the AJC's application and site visit. Such a tool will be created and distributed to members to use during the site visit to the AJC on June 28, 2018.

Ms. Buxton described the Committee's duties moving forward: independently reviewing the application submitted by the AJC, conducting a site visit on June 26, and a final discussion to review findings and render decision. This decision may be conditional or final and may certify the AJC for a period agreed upon by the Committee.

Chair adjourned the meeting at 11:30 am.

Respectfully Submitted by Dustin Degree.

Dustin Degree, Executive Director, Vermont State Workforce Development Board